

Information Technology Resource Management Council (ITRMC)

ENTERPRISE POLICY – P2000 INFORMATION TECHNOLOGY PLANNING POLICIES

Category: P2030 – INFORMATION TECHNOLOGY LARGE-SCALE PROJECT REVIEW

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I. AUTHORITY

Authority: Idaho Code § 67-5745 (A) (B) (C)

II. ABSTRACT

In compliance with the above mentioned statute, ITRMC will review all IT projects submitted by agencies and select certain IT projects that require additional information. Based on this information, the ITRMC may subsequently require a comprehensive review of a specific IT project in which ITRMC approval must be obtained prior to proceeding. For these selected information technology and telecommunications projects, State agencies will be required to submit a detailed project plan and make a formal presentation to ITRMC for review and approval. Upon approval, a periodic project status report will be required. Any changes in scope, technologies, funding, legislative mandates and other factors will be submitted to ITRMC for review as they occur.

III. POLICY

Upon request by ITRMC, State agencies shall submit to ITRMC project profiles for specified IT projects. These projects will be evaluated for compatibility with the statewide information technology and telecommunications systems plans as well as ITRMC policies and standards. The project profiles shall be submitted via the ITRMC's on-line project profile system (see *Enterprise Guideline G210 – IT Project Profile*). Based upon the profile information, the ITRMC may subsequently select a specific agency project for a formal, comprehensive review and ITRMC approval prior to the agency proceeding with the project.

If formally notified by ITRMC of selection for a comprehensive IT project review, the agency shall submit a detailed project plan that includes information for the entire project, a risk assessment, and a cost-benefit analysis. The agency will be scheduled to make a formal presentation of the project plan to ITRMC for review, approval, and to ensure adequate project management is being employed. As part of the presentation, agencies should be prepared to answer questions found in *Enterprise Guideline G230-IT Project Best Practices Checklist*.

Agency directors will be required to provide ITRMC a status report, at intervals established by the Council, for each selected IT project. This report should include, at a minimum, an indication of the project's progress relative to the original plan, cost estimates, and completion dates. Changes in planned milestones or project objectives should be highlighted and explained. Changes to project scope should be submitted as they occur and should include, at a minimum, an assessment of the impact to key project elements, such as cost and completion dates and must include a re-evaluation of risk factors. Upon completion of the project, the agency director shall make a final report/presentation to the Council summarizing and comparing actual performance to the plan and include cost information.

For any IT project, agencies are encouraged to refer to *Enterprise Guideline G230 - IT Project Best Practices Checklist*. The checklist is courtesy of the Office of Performance Evaluation, as provided in its August 2006 report "*Idaho Student Information Management System (ISIMS)-Lessons for Future Technology Projects.*"

IV. PROCEDURE REFERENCE

Criteria for State agency IT project profiles and ITRMC approval are detailed in Information Technology Enterprise Guidelines: [G210 – IT Project Profile](#), [G215 – Risk Assessment](#), [G225 – Cost-Benefit Analysis](#), and [G230 – IT Project Best Practices Checklist](#).

V. CONTACT INFORMATION

For more information, contact the ITRMC Staff at (208) 332-1876.

VI. TIME LINE

Immediate implementation.

Date Established: August 29, 2001
Last Revised: November 15, 2006

VII. REVISION HISTORY

- 11/15/2006 – Replaced “Major Project” language with “Large-Scale Project” to remain consistent with Idaho code. Enhanced the existing IT Project Summary review process to include a more defined IT Project Profile review procedure. Provided reference to a proposed “IT Projects Best Practices Checklist.”

- 8/26/2005 – Revised to clarify reference to statute and to emphasize that only certain, selected projects will be required to undergo greater scrutiny by the ITRMC.